

Instructions for the SOTRA Reimbursement Worksheet

General Instructions:

This reimbursement worksheet shall be completed per 401 KAR 42:330 to initiate eligible reimbursement for work associated with the permanent closure of petroleum storage tanks (PST) in accordance with 401 KAR 42:070. Reimbursable rates include all costs associated with the actions being performed. The rates prescribed in this reimbursement worksheet shall include, but are not limited to, facility visits, scheduling, oversight personnel, labor, equipment and material needed in order to perform the listed actions.

For permanent closure activities (e.g. PST system removal or closure-in-place), all sections of the worksheet shall be completed, if applicable, with the exception of Section 10.

Facility restoration shall only be reimbursable under SOTRA if the facility receives a No Further Action Letter upon completion of permanent closure activities in accordance with 401 KAR 42:070. If optional soil removal outside of the excavation zone, in accordance with Section 6.0 of the Closure Outline incorporated by reference in 401 KAR 42:070, is completed, or if site investigation or formal corrective action activities are directed in writing by the cabinet, eligible reimbursement for facility restoration shall be made in accordance with 401 KAR 42:250.

For facility restoration activities (e.g. reseeded, asphalt replacement, etc.), complete item 12 of the worksheet for pre-approval and determination of rate allowed for replacement. The cabinet shall reimburse for the replacement of surface materials removed for the purpose of permanent closure activities. Reimbursement for restoration costs shall not exceed the cost of replacing the original material removed. Reimbursement shall be limited to a one-time replacement cost for surface materials. Reimbursement for site restoration actions is contingent upon the written pre-approval of costs from the cabinet, prior to initiating site restoration activities. Costs related to the repair of subsidence resulting from improper placement of fill material shall not be reimbursable.

For surface material replacement of asphalt or concrete and necessary curbing, three bids shall be provided, and each itemized separately, for the square footage of surface material removed during closure activities, the replacement of rebar if applicable, and the linear feet of curbing if applicable. Bids must be submitted on the subcontractor's invoice form or letterhead. Enter the total amount of square footage, thickness and rebar cost (if applicable), from each bid, in the space provided in item 12 of the worksheet. The linear feet of replacement curbing shall be included in item 12 if applicable. Photographic verification of the original type and thickness of removed surface material, the presence or absence of rebar, and removed curbing shall be provided with the obligation request.

The worksheet will calculate the 15% contractor markup and will calculate a rate per square foot for each inch of thickness. Information in item 12, from the low bid, shall be entered in item 10 (c) or 10 (d), as applicable, to finalize the obligation request for surface replacement.

After the completion of facility restoration, complete a new worksheet indicating the actual work completed. If concrete or asphalt is replaced, indicate the type and thickness of the surface material, the actual area replaced. The rate of reimbursement for surface material replacement shall be calculated from the total square footage and thickness using the rate established from the low bid in the obligation request. Attach this worksheet to the SOTRA Claim Request from, DEP6068.

General Information

SOTRA Application Number: Enter the SOTRA Application number assigned by the cabinet.

Agency Interest Number: Enter the Agency Interest number assigned by the cabinet.

Completion of Reimbursement Worksheet

1. Total Allowable Matrix Table Cost.

Complete the table on the worksheet as follows:

Within the chart under Item #1 on the worksheet, identify each tank pit by number. Indicate the number of PST's within each pit identified. In addition, indicate the size of the largest PST within each identified pit. Complete the allowable costs for each pit based upon the lesser of \$2.60 per gallon of total PST capacity per pit or the cost identified in the following matrix table per pit.

Reimbursement shall be determined from the lesser of \$2.60 per gallon total PST capacity per pit or the cost identified in the following matrix table per pit.

Number of Tanks in Pit	Size of Largest Tank in Pit (gallons)			
	Less than 3,100	3,101 to 5,100	5,101 to 10,000	Greater than 10,000
1	\$3,900	\$4,420	\$6,370	\$7,020
2	\$6,370	\$7,150	\$9,620	\$11,180
3	\$8,320	\$9,750	\$12,610	\$15,340
4	\$10,270	\$11,700	\$15,340	\$18,200
5	\$12,220	\$13,650	\$17,940	\$21,970
Each Extra Tank	\$1,950	\$1,950	\$2,340	\$2,860

2. **One-Time Mobilization Charge.** In the space provided, enter the number "1" for the mobilization of any equipment necessary for permanent closure. This mobilization applies only to permanent closure activities and shall be reimbursed only once per facility.
3. **Permanent Closure of Piping (length in feet of the piping trench(es) over 25 feet per pit).** In the space provided, enter the total piping footage per tank pit. The first 25' of piping per tank pit is included in the allowable permanent closure cost in #1 above. The worksheet will automatically subtract the 25' per pit that is included in the permanent closure costs.
4. **EPA Generator, if applicable.** In the space provided, enter the number "1" for the EPA Generator fee, if applicable. Provide a copy of the cancelled check and the generator application submitted.
5. **Transportation and Disposal of Residual Tank Materials (Sludge) and Cleaning Material in Drum(s).** In the first space provided, enter the number of drums of residual tank materials and cleaning material transported and disposed. This shall correspond with the number of drums included on the waste manifest submitted with the Closure Assessment Report. In the second space provided, enter the actual cost for drum disposal at the disposal facility. An invoice from the facility at the point of disposal shall be provided to verify the actual cost of disposal. See #6 below for transportation and disposal of "tank contents".
6. **Pumping, Transportation and Disposal, Recycling, or Treatment of Tank Contents.**
 - a. In the space provided, enter the number of gallons of tank contents pumped and transported for disposal, recycling, or treatment at a permitted facility. This amount shall correspond with the waste manifest provided for disposal, recycling, or treatment at a permitted facility.
 - b. In the space provided, enter the number of gallons of tank contents disposed, recycled, or treated. This shall correspond with the gallons entered in "a" above and the waste manifest provided for disposal, recycling, or treatment at a permitted facility. See #5 above for transportation and disposal of "residual tank materials and cleaning materials".
7. **Transportation, Disposal or Treatment at a Permitted Facility, and Replacement of Contaminated Backfill Material from within the Excavation Zone.**
 - a. In the space provided, enter the tonnage of contaminated backfill material removed from within the excavation zone (including asphaltic material, if necessary) disposed or treated at the nearest permitted facility. Submit weigh tickets from the permitted facility with the

b. In the space provided, enter the tonnage of backfill purchased for replacement of contaminated backfill material from within the excavation zone (shall closely approximate the tonnage identified in "a" above) in order to replace the contaminated material disposed or treated at a permitted facility. Submit weigh tickets from the quarry to support the tonnage entered. If the backfill is from a borrow area, reimbursement shall be based on the number of tons as determined in "a" above, unless documentation (weigh tickets) is submitted to support actual tonnage. NOTE: Backfill to replace tank void is included in the allowable rate under Item #1.

a. In the space provided, enter the number of gallons of contaminated water pumped and transported. This amount shall correspond with the manifest provided for disposal or treatment.

9. **Laboratory Analysis.** In the space provided, enter the number of samples collected and analyzed at a laboratory for the required analysis. A trip blank, as defined in 401 KAR 42:005, shall accompany all water samples collected for BTEX analysis and the trip blank analysis shall be included with the laboratory analysis as an appendix within the CAR. Trip blanks are not required for water samples collected for PAH and total lead analysis where BTEX analysis is not required. Grain size analysis is required only if the facility is correctly classified as Class B.

a. Mobilization and Demobilization of Oversight Personnel. Enter the round trip mileage from the nearest prime contractor's office (who is under contract with the registered tank owner) to the regulated facility per day if there is no overnight stay charged.

c. Asphalt Replacement. For the obligation request, enter the low bid information from item 12 (as applicable).

If curbing is being replaced, enter the linear feet of curbing replaced. Enter the rate established in the obligation approval for each linear foot. Provide a map to scale showing the dimensions of the asphalt replacement area, along with photos showing the before and after replacement as an attachment to this reimbursement worksheet.

- d. **Concrete Replacement.** For the obligation request, enter the low bid information from item 12 (as applicable).

For the claim submittal, enter the square footage of concrete replacement covering the area of removed surface material during closure activities. Enter the amount approved, per square foot, established in the obligation approval. Enter the thickness of the concrete replaced.

If rebar was initially used and is being replaced, enter the cost of the rebar as indicated in the lowest bid from item 12. Provide a map to scale showing the dimensions of the concrete replacement area, along with photos showing the before and after replacement as an attachment to this reimbursement worksheet.

If curbing is being replaced, enter the linear feet of curbing replaced. Enter the rate established in the obligation approval for each linear foot. Provide a map to scale showing the dimensions of the concrete replacement area, along with photos showing the before and after replacement as an attachment to this reimbursement worksheet. documentation to support the extra inches.

- e. **Oversight.** Enter the square footage of the asphalt/concrete replaced.

- f. **Reseeding.** In the space provided, enter the square footage associated with reseeding. For an area over 43,560 (1 acre), add the additional square footage. Provide a map to scale showing the dimensions of the area reseeded, along with photos depicting the reseeded area as an attachment to this reimbursement worksheet.

11. **Reporting.** In the space provided, enter 1 by report for the Closure Assessment Report.

12. **Obligation Request for Facility Restoration Costs.** For surface material replacement of asphalt or concrete and necessary curbing, three bids shall be provided, and each itemized separately, for the square footage of surface material removed during corrective action activities, the replacement of rebar if applicable, and the linear feet of curbing if applicable. Bids must be submitted on the subcontractor's invoice form or letterhead. Enter the total amount of square footage, thickness and rebar cost (if applicable), from each bid, in the space provided in item 6 of the worksheet. The linear feet of replacement curbing shall be included in item 6 if applicable. Photographic verification of the original type and thickness of removed surface material, the presence or absence of rebar, and removed curbing shall be provided with the obligation request.

The worksheet will calculate the 15% contractor markup and will calculate a rate per square foot for each inch of thickness. Information in item 12, from the low bid, shall be entered in item 10(c) or 10(d), as applicable, to finalize the obligation request for surface replacement.